



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
Program Executive Office
Simulation, Training and Instrumentation
12350 Research Parkway
Orlando, Florida 32826-3276

SFAE-STRI-PEO

20 June 2008

MEMORANDUM FOR All PEO STRI Employees

SUBJECT: Prevention of Sexual Harassment Policy Statement

1. Sexual harassment is an illegal, disruptive and degrading form of behavior that only serves to undermine the integrity and the productivity of employees in the workplace. I will not tolerate this type of behavior. I am personally committed to provide each of you a work environment free from sexual harassment and other sexually inappropriate behavior. All civilian and military members of our team are entitled to be treated fairly, with dignity and with respect.

2. Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career;

b. Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person;

c. Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

3. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

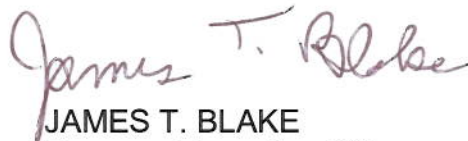
4. I encourage any individual who believes that they have been sexually harassed, or offended by sexually inappropriate behavior, to make it clear to the offender that such behavior is offensive, unwelcome and not to be repeated. The individual should then report the incident to the appropriate supervisory level. If the objectionable behavior continues, the individual should pursue the allegation via the internal chain of command. If the individual encounters any problem pursuing the allegation through

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his/her internal chain of command, an option to consider for reporting the incident is to contact your local servicing Equal Employment Opportunity Office (EEO) at (407) 380-8592, or the NAVAIR EEO/Prevention of Sexual Harassment hotline at (407) 380-8948. Contact must be made within 45 calendar days of the alleged incident in order to be considered timely for a discrimination complaint.

5. Once informed of an incident of alleged sexual harassment, the supervisor must take immediate action to address the allegations. All supervisors will report incidents of alleged sexual harassment to the EEO Office. For further procedural/policy guidance, contact the EEO Office at the phone number noted above, or the PEO STRI Human Resource Manager, Ms. Mae Hazelton, at (407) 384-5177.



JAMES T. BLAKE
Program Executive Officer